

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Management Supervisor

BAND	GRADE	
E	918	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for performing programmatic and administrative supervision over a wide variety of professional services throughout the City. Duties may include: supervising, managing and directing programs and activities; developing and implementing policies and procedures; monitoring expenses; supervising and evaluating staff; approving manuals and formal statements of policy and procedure; managing research and special projects; approving personnel actions; and, overseeing records retention, communication and computer support.		
DISTINGUISHING CHARACTERISTICS: The Management Supervisor is the second level of a two level professional management support series. The Management Supervisor is distinguished from the Management Specialist in that the Supervisor has full supervisory authority over other professional level staff. The Management support series is distinguished from the Administrative support series in that the Management support series provides professional level support for management and requires a Bachelor's degree.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, evaluating performance, handling disciplinary actions and making hiring and termination recommendations.	Daily	
2.	Supervises departmental operations to include: supervising records maintenance, acting as the "certified records keeper", ensuring computer systems are operational and data is secure and procuring supplies and services.	Daily	
3.	Coordinates and performs administrative services to include: verifying statistical information, planning and developing projects, preparing and reviewing formal bids and agreements and assisting in preparing and administering grants.	Daily	

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4.	Participates in meetings and ensures department/program or City's interests are represented. Serves as a liaison between the department/program and other departments and outside organizations and agencies.	Weekly	
5.	Prepares statistical reports and annual reports.	Monthly	
6.	Develops, recommends changes and implements changes in program related policies, procedures, standards and guidelines.	Monthly	
7.	Assists in preparing the departmental budget or program budgets. Monitors and approves program expenditures.	Monthly	
8.	Assists in planning and implementing new programs.	Annually	
9.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Research methodology;
- Theories and principles related to area of assignment such as basic accounting and budgeting;
- Complex mathematical computations;
- Policy development techniques;
- Laws and regulations governing area of assignment.

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Skills (position requirements at entry):

Skill in:

- Evaluating staff performance;
- Monitoring work flow and assigning work;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing programs or activities;
- Preparing budgets;
- Tracking budget expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Procuring materials, supplies and services;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in a field related to area of assignment and four years of related professional experience including one year of supervisory or lead experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position may require:

- System Security Officer Certification for Arizona Criminal Justice Information System.

Physical Requirements:

Positions in this class typically require: sitting, mobility, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

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